

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF VIRGINIA

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AN EQUAL OPPORTUNITY EMPLOYER

POSITION: Case Administrator

LOCATION: Richmond, VA

SALARY: \$28,492 - \$56,317 (CL 24 career progression to CL 25 and CL 26), depending on qualifications and experience.

POSITION NO.: 03-002

CLOSING DATE: Open Until Filled – To ensure consideration application should be received by May 23, 2003.

VACANCY ANNOUNCEMENT

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time **CASE ADMINISTRATOR** position.

QUALIFICATION REQUIREMENTS: To qualify for the above position, a person must be a high school graduate and must have the following experience:

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE PREFERRED: Three years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, the use of automated systems and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Good knowledge of the Bankruptcy Code and Rules and procedures concerning the processing of cases under the Bankruptcy Code. Must have the ability to communicate effectively with a wide variety of individuals within and outside the court unit.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level in accredited institutions may be substituted for general experience on the basis of an academic year (30 semester or 45 quarter hours) equaling nine months of experience.

DUTIES: The incumbent monitors the progress of bankruptcy cases from opening to closing to ensure their orderly and efficient movement through the court. The incumbent must simultaneously monitor many cases to ensure that the proper hearings are held within the statutory deadlines and that they are coordinated with all the appropriate parties. The incumbent must interpret a variety of documents and make timely and accurate entries on the docket. Continuous monitoring of cases, including the relationship of case events and their status, is required.

Contact with the general public, local bar, and other parties involved in bankruptcy cases at the front counter is also required. Candidates must be computer literate. Skill in use of the Internet is required for the reviewing of documents and cases that are submitted in the Electronic Case Filing (ECF) method. Skill in Lotus Notes and Microsoft Word is preferred. Legal-related experience also preferred.

FEDERAL BENEFITS: Position is entitled to federal benefits to include: health insurance, life insurance, retirement, annual and sick leave, 10 paid holidays a year, and a flexible spending program.

APPLICATION PROCEDURES:

Submit applications to:

Division Manager – 03-002
United States Bankruptcy Court
1100 E. Main Street, Suite 310
Richmond, VA 23219-3515

(Please note: “EMPLOYMENT APPLICATION” on the outside of the envelope.)

Applicants should complete an Application for Judicial Branch Federal Employment (AO-78); however, a Personal Qualifications Statement (Federal Application SF-171) or a resume is acceptable. Current employees of the Clerk’s Office need only submit a letter expressing their interest in the position. Upon selection, the applicant must complete the AO-78, noted above.

For any questions about this position, please contact the Human Resources Officer at 804-916-2496.

To obtain a copy of the AO-78, please go to the court’s website, www.vaeb.uscourts.gov and click on Bankruptcy Forms, then ao-78.pdf or call 804-916-2499. To learn more about the federal courts, go to www.uscourts.gov.

Any person selected for this position will be required to serve a probationary period of 120 days.

This is an excepted service appointment. Such appointments are at will and can be terminated with or without cause by the Court.

CLOSING DATE FOR APPLICATIONS: May 23, 2003 or Open Until Filled.

Only well-suited applicants may be invited for a personal interview. Only the best-suited applicant will be extended an offer of employment. This position announcement may be modified without further notice.